

CITY OF HELENA

**Position Title: Budget and Studies Manager****Department: Administrative Services Division: Administration****FLSA: Exempt**

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is responsible for planning, coordination and oversight of the City of Helena's budget process and provides highly responsible and complex fiscal and technical support to the Administrative Services Director.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Budget Development

In coordination with the Administrative Services Director, the Budget Manager is responsible for preparation and presentation to the City Manager and Commission of the City's annual budget. The budget preparation involves many detailed and complex processes completed in coordination with all departments.

The process starts generally in the fall with assisting in the development of the Comprehensive Capital Improvement Plan (CCIP). Development of the preliminary budget begins in January by updating personnel budgets including employee pay grades, classifications and helping review formal requests for change; estimating general revenues such as tax receipts and miscellaneous revenues and expenditures that are not specifically prepared by other departments; reviewing revenues and expenditures prepared by other departments for completeness, accuracy and conformance with procedures and regulations; and compiling department budget requests into a single document to present to the manager and commission. The budget document is prepared in a complex Excel document, containing multiple spreadsheets, with over 100 funds including governmental, special revenue, debt service, and proprietary funds. The Budget Manager must ensure all fund cash flows, transfers, and inter-department charges are balanced and tied to financial records. The preliminary budget is reviewed with the departments and City Manager and then submitted to the Commission for input, direction and acceptance. Upon final adoption and close of the prior fiscal year, this position is responsible for preparation and printing of the final budget.

The Budget Manager completes a detailed review of all revenues and expenditures at mid-year with consultation from other departments and prepares a short report that is presented to the Commission detailing any areas of concern.

The incumbent provides indirect supervision, training and guidance to staff throughout the various City departments and divisions regarding development, submission and management of budget processes.

Miscellaneous Studies and Duties

This position is responsible for coordinating with the City Controller to establish and maintain the chart of accounts and fund structure, and to review transactions that may be in error or that vary from budget authority; provides professional support and assistance in the preparation of the Comprehensive Annual Financial Report and annual audit; and assists in the City's internal audit program.

Other studies are completed throughout the year at the request of other departments, the director, City Manager or Commission. These studies generally relate to department budgets and estimating the impacts of changes departments feel would be of benefit. These include many types of requests such as changes in personnel, rate change impacts, and reviewing and recommending approval of all budget adjustments requested during the year.

This position may also act as department head in the absence of the Administrative Services Director when assigned.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- The principles, methods and practices of municipal accounting and budgeting, mathematics and statistics
- Modern office practices and procedures and of standard office and computer equipment
- Intermediate or Advanced use of Microsoft Office products, including Excel, Word and PowerPoint software
- Modern economic principles

Skill or ability to:

- Prepare the budget in accordance with generally accepted accounting principles and State law
- Maintain a high degree of discretion and integrity when handling confidential data
- Communicate effectively both orally and in writing and explain complex processes in plain terms
- Analyze operating trends from records and other materials
- Work proficiently with Microsoft Excel including working with established spreadsheet files and able to create new Excel spreadsheets as needed in the performance of assigned duties
- Use Microsoft PowerPoint to work with existing files or create new files to make effective presentations to staff and the City Commission
- Establish and maintain effective, professional working relationships with employees and the public

Physical Demands:

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor's degree in accounting, business administration, public administration or related degree with an emphasis in governmental budgeting, finance and/or accounting from an accredited college or university. The position requires five years of progressively responsible experience with emphasis on public administration, governmental finance and budgeting and two years of management and supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis. **See below for qualifications for a training assignment.**

Minimum Qualifications for training assignment:

To qualify for a training assignment, individuals must have the education listed above and at least 2 years experience in the area(s) listed above. Individuals hired under this training assignment will be placed at a grade 15% lower than this position's normal grade. Once incumbent has met the full minimum qualifications, they would be eligible to move to the full pay grade of this position.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of or ability to obtain CPA or CPFO certificate is desirable, but not required.

Supervision Received:

This position is under general direction from the Administrative Services Director

Supervision Exercised:

The incumbent exercises direct supervision over the Administrative Assistant III as related to support and development of the City's budget and special studies. The position also exercises indirect supervision over a wide variety of staff throughout the City for budget development and special studies.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.